

**Carlos Hernandez**

Mayor

**Isis Garcia-Martinez**

Council President

**Luis Gonzalez**

Council Vice-President



Council Members

**Jose F. Caragol**

**Vivian Casals-Muñoz**

**Katharine E. Cue-Fuente**

**Paul B. Hernandez**

**Lourdes Lozano**

# City of Hialeah

May 2015

The City of Hialeah is accepting **RESUMES** for the position of:

## ACCOUNTING CLERK I

DEADLINE TO APPLY	STARTING SALARY	SALARY
4:00 p.m., June 5, 2015	\$790 Bi-weekly	Range 43: \$790 - \$1457 Bi-weekly

### EXAMPLES OF DUTIES

- Performs Accounts Receivable functions for water, sewer and garbage accounts.
- Responsible for posting receipts on a daily basis and to balance on a daily basis the receipts posted for the total funds received.
- Cashier for receipt of all incoming funds.
- Performs billing function for water, sewer, and garbage accounts from meter readings obtained from other personnel.
- Posts purchase orders, connection fees, other receipts and payments to the general and special ledgers of the Department.
- Checks and codes invoices; prepares vouchers for payment and maintains voucher register.
- Posts to disbursements journal.
- Performs other general accounting, payroll and office duties, as required.
- Working knowledge of office equipment including, but not limited to, computers, calculators, copiers, facsimiles, etc.
- Performs other related duties as required.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to make arithmetic computations rapidly and accurately.
- Ability to apply bookkeeping principles to the maintenance of routine fiscal and accounting records.
- Ability to learn the operation of calculating machines, cash registers, and other office machines, including working knowledge of computers.
- Ability to comprehend and analyze billing problems in relation to the overall system.
- Ability to work independently and to keep orderly and precise records.
- Ability to speak, read and write the English language.

### REQUIREMENTS

Must have:

- Must have a high school diploma or GED from an accredited school/institution
- Must have proficiency in business mathematics, supplemented with courses in bookkeeping or accounting, and office practices.
- Familiarity with office equipment including, but not limited to, computers, calculators, copiers, facsimiles, and equipment filing systems.

*If you meet the minimum requirements and want to be considered for the position, please email your resume and supporting documentation to:*

**[HRRESUMES@HIALEAHFL.GOV](mailto:HRRESUMES@HIALEAHFL.GOV)**